



JOB DESCRIPTION

JOB TITLE: Utility Systems Manager
DEPARTMENT: Public Works Department
REPORTS TO: Deputy Director of Public Works **DATE:** April, 2009
EMPLOYEE UNIT: Management & Confidential **Supersedes:** September, 2006
FLSA EXEMPT: Yes

JOB SUMMARY: Under the general direction of the Deputy Director of Public Works, performs high level and responsible professional work related to management of the City's utility systems. In accordance with City, County, and State requirements, the incumbent supervises the operation and maintenance of the City drinking water production and distribution system, waste water collection system, water meter system, and installation, calibration and repair of instrumentation related to water distribution systems and sewer pump stations.

CLASS CHARACTERISTICS: This is a mid-management position responsible for supervising and managing the operation of the City's utility systems. An incumbent in the class exercises independent judgment and discretion in directing employees in the Utility Division. The incumbent is expected to solve complex problems with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Deputy Director of Public Works and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Supervise the operation and maintenance, on a scheduled and emergency basis, of the water production wells, water supply stations, reservoirs, emergency stand-by generators, water and waste water pumping stations and related telemetry, pressure regulation, water meters, and water treatment equipment.
2. Develop and maintain preventative maintenance programs in all areas of mechanical and electrical water and waste water system operations. Maintain clean, well-painted and well-serviced equipment with an appropriate spare parts inventory.
3. Oversee drinking water system chemical testing procedures.
4. Maintain up-to-date procedural manuals, equipment and system drawings, performance files, service charts and equipment inventory data.
5. Analyze problems associated with water and waste water flow and water pressure, and devise

appropriate solutions.

6. Ensure that instrumentation, automatic controls, generators, alarms and mainline flow meters are accurate and operating at all times.
7. Investigate all customer inquiries and complaints regarding waste water collection, drinking water quality, pressure and volume and initiate corrective action as indicated.
8. Interface with utilities engineering staff and carry out work orders and modifications related to water production, transmission and instrumentation and waste water collection.
9. Protect the community water supply from possible sources of contamination by managing the backflow protection device installation and testing program to conform to State laws and City regulations.
10. Responsible for assuring all after hours alarms emanating from the waste water collection and water production and distributions systems are responded to in a timely manner.
11. Prepare water production quarterly reports, annual budget and other administrative reports required including: annual and monthly State Health reports, weekly State Health bacteriological monitoring, weekly water consumption reports, annual cross connection inspections and testing, annual Santa Clara County well taxation billing data and monthly water chemical treatment reports.
12. Conduct training sessions for employee development and safety which includes instructing and informing employees of administrative policies and safety standards in order to ensure compliance.
13. Evaluate both unit and individual employee performance and prepare performance appraisals.
14. Initiate disciplinary action as necessary and other personnel actions as needed.
15. Develop effective and efficient work schedules, establish priorities, review and adjust schedules to meet current requirements and emergency conditions. Assign subordinates in accordance with priorities, schedules and conditions.
16. Train or arrange for the training of subordinates to ensure that subordinates are capable of effectively performing assigned operations and maintenance activities.
17. Review tract plans to ensure City standards are met.
18. Prepare vehicle specifications for the formal bidding process for utility vehicles.
19. Plan for the maintenance and repair of pumps, boosters, lift stations, and generators.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess an Associate of Arts degree or equivalent from an accredited college with course work in utility systems operation or a related field of study. A Bachelors degree is desired.
2. Five years of experience in utility operations as a system operator.
3. Completion of special educational programs related to supervisory and management techniques is preferred.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possess a CWEA Sewer Collection System Grade II.
3. Possess a State Health Department Water Treatment Operator Grade II Certificate.
4. Possess an AWWA Backflow Specialist Certificate.
5. Possess a State of California Distribution Operator D4.

Other Requirements:

1. Willing to work extended hours as required.
2. Willing to respond to emergencies on a 24-hour basis.

Knowledge of:

1. The operation and maintenance of pumps, motors, pressure regulation equipment, chemical feed equipment and electronic automatic control systems.
2. Applicable City, State and Federal codes regarding utility system operation and maintenance.
3. Administrative principles and methods, including goal setting, program development, scheduling, budget preparation and administration, and employee supervision.
4. Principles, practices, and techniques of municipal public works functions, including water and wastewater activities.

Skill in:

1. Supervising, training, motivating and evaluating staff.
2. Exercising sound independent judgment within established guidelines.
3. Using initiative and independent judgment in the course of undertaking assigned responsibilities.
4. Organizing work, setting priorities, meeting critical deadlines and completing assignments with minimal supervision.
5. Exercising resourcefulness in meeting and resolving problems.
6. Representing the City effectively in meetings with others.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of common office software including Microsoft Office.

Ability to:

1. Read and interpret construction blue prints, electrical construction schematics and plans.

2. Plan, schedule and supervise the work of others.
3. Communicate effectively with others, analyze problems and implement solutions.
4. Establish and maintain effective working relationships with those contacted in the course of the work.
5. Select, train, evaluate, and motivate staff.
6. Keep accurate records and prepare clear and concise written reports.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.